Subdivision Gate-Keeping Checklist - SITE PLAN/RECORD PLAN

Delaware Department of Transportation

Project Name: _____   Date: _____

County: _____   Local Land-Use Agency: _____   DelDOT Reviewer (to be filled out by DelDOT): _____

1 item missing = Non-Acceptance of Submittal	Subdivision Manual Section	To be completed by Engineer Initial applicable box and submit with plans If N/A, provide comments		Comments	Gate-Keeper Verification
Required Items		Provided	N/A		Y/N
Cover Letter (specify formal submision date to the Local Land Use agency)		☐	☐		
Pre-submittal meeting before formal submission Date: xx/xx/xx		☐	☐		
Electronic (pdf) copy of Site Plan/Record Plan set on a CD	3.4	☐	☐		
Electronic (pdf) copy of Preliminary Entrance/Construction Plans and all additional documents on a CD	3.4, 4.3.7, 5.2, Fig. 5-9, 5-10 & 5-11	☐	☐		
Clean, clear easy to read plan set of all plans (2 hard copies)	3.4	☐	☐		
Initial Stage Fee	Appendix C	☐	☐		
Initial Stage Fee Calculation form	Appendix C	☐	☐		
Completed Checklist for Site Plan/Record Plan Approval	Appendix D	☐	☐		
Traffic Impact Study (TIS) recommendation letter (if applicable)		☐	☐		
TIS, RPC, TAC and DAC recommendations noted on plan		☐	☐		
Traffic generation diagram shown and correct. See example on website at: http://www.deldot.gov/information/business/subdivisions/TopTen MostFrequentlySeenErrors.pdf?110509	3.4.1.1	☐	☐		
Data Block	3.2.2	☐	☐		
Proper right-of-way dedication per frontage roadway classification	3.6.5	☐	☐		
Sight triangle spreadsheet completed and submitted, sight triangle diagram drawn as well as Intersection Sight Distance Note placed on Site Plan/Record Plan. See example and spreadsheet at: http://www.deldot.gov/information/business/	5.4	☐	☐		
Subdivision Streets to be dedicated meeting design requirements (width and radii)	3.6.1, 5.1	☐	☐		
Correct typical section(s) of subdivision streets (Type I, II, III, w/ or w/o curb) and frontage road(s) on Preliminary Entrance/Construction Plan	Fig. 3-4, 5-23, 5-24 & 5-25	☐	☐		
Metes, bounds, curve data and line charts (Site Plan/Record Plan and Preliminary Entrance/Construction Plan)	3.4 and 4.3.4	☐	☐		
Conceptual drainage plan(s) showing layout (to verify PE's)	5.7	☐	☐		
Photo showing proposed entrance location staked	4.1.1	☐	☐		

Developer Contact Information	**Engineer Contact Information**
Name:	**Name:**
Address:	**Address:**
Email:	**Email:**
Preferred Phone No.:	**Preferred Phone No.:**

Additional Comments:

Subdivision Gate-Keeping Checklist - CONSTRUCTION PLANS

Project Name: _____ Date: _____

County: _____

1 item missing = Submittal Rejection	Subdivision Manual Section	To be completed by engineer Initial applicable box and submit with plans If N/A, provide comment		Comments	Gate-Keeper Verification
Required Items		Provided	N/A		Y/N
Cover Letter		☐	☐		
Electronic (pdf) copy of plan set		☐	☐		
Clean, clear easy to read plan set (2 hard copies)	Chap. 4	☐	☐		
Construction Stage Fee	Appendix C	☐	☐		
Construction Stage Fee Calculation Form	Appendix C	☐	☐		
Completed Subdivision Checklist	4.3, 4.4, Appendix D	☐	☐		
Traffic Generation Diagram(s) shown and correct	3.4.1.1	☐	☐		
15' permanent easement and multi-use path provided across frontage(s)	5.1.6	☐	☐		
Sight triangles, drawn correctly	5.4	☐	☐		
Subdivision Streets to be dedicated meeting design requirements (width and radii)	3.6.1, 5.1	☐	☐		
Correct typical section(s) of subdivision streets and frontage road(s)	Fig. 3-4, 5-22 & 5-23	☐	☐		
Plans reference correct horizontal and vertical datum	4.3.4	☐	☐		
Spot elevations to verify ADA compliance and positive runoff	4.3.7, 4.4.2	☐	☐		
Pipe, catch basin, flared-end section, curb, underdrain schedules	Fig. 4.3 & 4.4	☐	☐		
Stormwater management report and plans	4.8, ES$_2$M Sec. 1	☐	☐		
Completed DelDOT ES$_2$M Checklist	ES$_2$M Sec. 1	☐	☐		
Drainage report with spread calcs, pipe cover/angle chart and HGL,	5.7.2.8	☐	☐		
E&S plans w/ sequence of construction	5.8, ES$_2$M Sec. 1	☐	☐		
H&H calculations for ditches - Provide typical sections and shear stress calcs	Fig. 3-4, 5.5.3, RDM Fig. 6-3, RDM 6.7.3	☐	☐		
H&H calculations for culverts	5.7.2.1, Fig. 5-28 & 5-29, RDM Fig. 6-1 & 6-3, RDM 6.9	☐	☐		
DTC and/or school district contacted to determine if transit facilities are required	3.5.5.2	☐	☐		
Misc.		☐	☐		
		☐	☐		
		☐	☐		

Additional Comments:

RDM - DelDOT Road Design Manual

ES$_2$M - DelDOT Erosion & Sediment Control and Stormwater Management Design Guide